Accounting for iPhone/iPad Purchases

Overview: The following guidance is provided to NOAA Line/Staff/Corporate offices (L/S/CO) for proper accountability of iPhones and iPads purchased using an existing Blanket Purchase Agreement, or a Government Purchase Card directly from the vendor.

For all iPhones/iPads acquired through NOAA Form (NF) 37-1, Telecommunications Services Authorization¹:

- If an invoice is attached in the CD-50 Create New Asset module in Sunflower, then the acquisition cost should be the cost per the invoice, and acquisition date is the date when the asset's title passes to NOAA or when the asset is delivered to NOAA or an agent of NOAA (this is the date stamped with signature on the receiving report or invoice).
- If an invoice is NOT attached at the time of processing, then the spreadsheet attached to NF 37-1 with detailed information of telecommunication equipment, and the packing slip is the supporting documentation for processing the equipment into Sunflower. These assets, however, should have an "Estimate" in the Flags field of the CD-50 Create New Asset module in Sunflower. Once the Property Custodian obtains the corresponding invoice, the acquisition cost should be adjusted accordingly if the amount per the NF 37-1 spreadsheet is different from the invoice, and the invoice uploaded to the asset in Sunflower and the Estimate flag should be removed.

If the iPhone/iPad is acquired through purchase card, then the bankcard statement and one of following documents should be attached for processing the property into Sunflower,

- Customer Receipt,
- Wireless Order Email Confirmation from telecommunication service vendor (e.g. Verizon), or
- Invoice

Note: The Customer Receipt itself is sufficient to support the purchase of telecommunication equipment. The acquisition date should be the date when the equipment is received (received date handwritten or stamped on the Customer Receipt with initial). The acquisition cost should be the cost paid to the vendor per the Customer Receipt. If the cost is a no-cost (\$0) replacement, then the <u>retail cost</u> should be the acquisition cost.

¹ The telecommunication equipment may be charged with 31-23-00-00 or 23-38-00-00; it should be changed to 31-23-00-00 when processing into Sunflower

² The invoice should have the barcode identified and can be traced to the spreadsheet attached to NF 37-1.

Serial Numbers for iPhone/iPad

For individual iPhones and iPads the serial number must be handwritten or typed on the customer receipt. When inputting multiple iPhones and/or iPads into Sunflower please attach a copy of the Customer Receipt along with a spreadsheet listing all serial and model numbers matching back to the barcode. The serial number can be found on the phone's package. If the package has been discarded, instructions are given below for how to obtain the serial and model numbers.

Power on the phone;

Go to the phones **SETTINGS** menu;

Scroll down and select GENERAL; and

Select **ABOUT** (This screen will provide all of the telephone's information).

Procedures

1. Enter the CD 50 / 52 Transaction Menu



2. Click to create asset



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3. Select Interest Type (**Inventory Asset**)

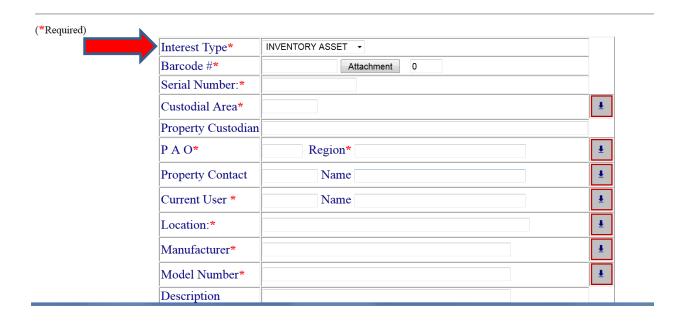


Sunflower Enterprise - Production 4.5.0.0



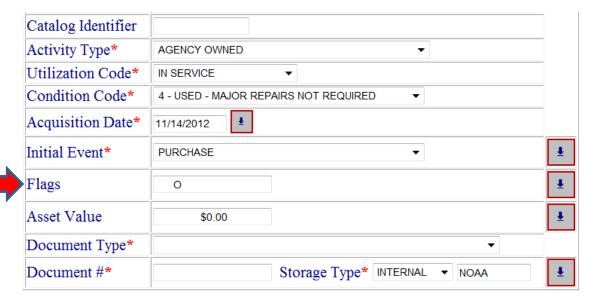
Create New Asset

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4. Enter Barcode # - must begin with CD and have 10 numeric values for a total of 12 characters

- 5. Upload Attachment
- 6. Enter Serial Number follow instructions above on locating serial number within the device
- 7. Enter Custodial Area Accept the defaults in the pop-up window
- 8. Enter Current User
- 9. Enter Location
- 10. Enter Manufacturer
- 11. Enter Model Number
- 12. Enter Acquisition Date
- 13. For iPhone/iPads with Estimated Acquisition Value:
- a. Select the Flags drop-down arrow



b. Select the Estimate Flag and hit Save

Asset Flags

Sensitive	
Not Funded	
Bulk Purchase	
Estimate	1
Networked	
NOAAUnsupported	
Not Working	
Not Accountable	
Field Rep Lapto	
Save	

- 14. Open the Asset Value User Defined Fields (UDFs)
- a. Enter Fiscal Year (four digits)
- b. Enter Project (seven characters or less)
- c. Enter Fund Code (three characters)
- d. Enter Program (numeric, format should be NN-NN-NNN)
- e. Select Organization
- f. Enter User Code or accept default of 000000
- g. Select Object Class Code 31-23-00-00 for iPhones and iPads
- h. Enter Task (three characters)
- Enter Bureau or accept default of 14
- 15. Select a Document Type
- 16. Enter Document #
- 17. Click the Save button at the bottom
- a. You should receive a message at the top saying Inventory/Agreement Asset CDXXXXXXXXXX Created
- 18. Click the Reset button at the bottom to duplicate an asset